



# CITY OF GERMANTOWN TENNESSEE

1930 South Germantown Road • Germantown, Tennessee 38138-2815  
Phone (901) 757-7200 Fax (901) 757-7292 www.germantown-tn.gov

DATE RECEIVED: \_\_\_\_\_  
RECEIVED BY: \_\_\_\_\_

## ZONING VERIFICATION REQUEST FORM

### SUBJECT PROPERTY

Property Address/Location: \_\_\_\_\_

Tax Parcel I.D Number (xxxxx-xxxxx): \_\_\_\_\_

Current Use(s): \_\_\_\_\_ Current Property Owner(s)/Tenant(s): \_\_\_\_\_

Proposed Use(s): \_\_\_\_\_ Proposed Property Owner(s)/Tenant(s): \_\_\_\_\_

**Additional pages may be attached to the form if needed**

### AGENT/REPRESENTATIVE INFORMATION

Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

To whom should the letter be addressed? \_\_\_\_\_

### REQUESTED INFORMATION

**Basic Letter = Confirmation of the property zoning only**

**Detailed Letter = Includes current zoning of property in addition to one or all other items listed below**

Check all that apply:

- |  |   |
|--|---|
| <input type="checkbox"/> Current Zoning of Property ( <b>Base Letter</b> )   | <input type="checkbox"/> Zoning of Adjacent Property      |
| <input type="checkbox"/> Current Use Permitted by Code   | <input type="checkbox"/> Site Specific Variances/Warrants |
| <input type="checkbox"/> Open Zoning Code Violations   | <input type="checkbox"/> Pending Land Use Application(s)  |
| <input type="checkbox"/> Site Specific special permits, site plans or<br>conditions of approval that apply to the subject property |   |

**\*Please note: For building codes and certificate of occupancy compliance information, please contact Memphis/Shelby County Construction Code Enforcement at 901-222-8300.**

### CHECKLIST AND INSTRUCTIONS FOR SUBMISSION

- ☐ **COMPLETED FORM**
- ☐ **REQUIRED FEE** - A non-refundable check in the amount of \$25.00 for Basic Letter or \$50 for Detailed Letter  
Please make check(s) payable to the City of Germantown

**Complete Form and Submit with Required Fee to the Economic and Community Development's Planning Department.**

**TO BE COMPLETED BY STAFF:** Request Submittal Complete (Circle One) Yes No

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_